

## **Supporting those in need in Ware, Wareside & Thundridge**

### **Background**

The origins of The Ware Charities date back six hundred years to a medieval guild. In more recent times the provision of almshouses for those in need has been superseded by financial support for organisations and individuals.

The primary aim of the charity is to reduce poverty and the impact of poverty.

The charity partners with local organisations that support its objectives in administering grants.

Grants are available in the following areas:

- The provision of advice to those in need
- Basic furnishings & essential white goods
- Equipment for school children and young people in education (can include school uniforms, school trips and training)
- Parents and carers seeking to retrain and needing help with course fees
- Warm Spaces
- Arts and Music
- Sport and Exercise
- Social Isolation
- Elderly

### **The Aims of the Charities Grant Making Policy**

Ware Charities is committed to following best practice in grant giving to provide sustainable funding and support to individuals, community groups and voluntary organisations, the charity defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The local community is defined as those living, working or receiving education or training within the geographic area. The charity may, in exceptional circumstances provide grants for those just outside the geographic area.

Applicants must clearly show how any assistance given will benefit individuals or groups in the community of Ware, Wareside or Thundridge.

### **Applications**

Assistance will be given based on need, merit and contribution to the local community.

Any assistance given to organisations will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.

Organisations should not make a presumption that funding will continue on a year-to-year basis, however grants covering multiple years will be considered.

Grant may be provided for revenue or capital projects, core or project costs.

## **The Grants Process**

### **Individuals**

The charity will accept grant applications from individuals within the community which are managed by third-party partners. See the website for details.

### **Organisations**

To apply for a Ware Charity grant you must be a charity, community group or local voluntary organisation with a constitution or similar and dedicated bank account, operating or providing a service to the community in the geographic area. Those thinking of setting up a group should contact Ware Charities for an initial discussion on the potential for grant funding. All funding requests must use our application form and applicants should provide all information requested.

### **Criteria for approval of grant requests**

For the Charity to be able to assess applications rationally and objectively, it is both necessary and helpful to assess all applications received against a range of criteria.

In general, the following principles apply:

- Level of benefit to the geographic area and the impact the grant will make.
- Adherence to our grants process and meeting the requirements of our grant giving policy.
- Evidence of a well-managed group including previous experience and track record. Financial sustainability and viability of group and/or project.
- Identified need.
- Access to other funds / reserves
- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.
- Evidence of partnership working.

## **Grant Types**

**Small grants**

These grants are usually for less than £500 and are typically offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

Small grants must be spent within 1 year of the award. Any unspent monies left after this time must be returned. These grants will generally be reviewed within a month of the application.

**Medium Grants**

Grants between £500 and £3000 will be reviewed by Trustees at the next available quarterly meeting. Meetings are generally held in March, June, September and December.

**Large Capital and Revenue grants**

These grants are available to community organisations which provide a significant service to the community. They are given to support the groups' normal running costs and can also be used for match funding to other funding bodies. These grants are dependent on an annual review when the continuation of the grant will be considered in respect of any change in the circumstances of either the applicant or the charity. Groups wishing to receive a revenue grant need to complete an application form and provide additional supporting information.

Groups requesting a revenue grant are requested to submit an application by the end of October for payment in the following financial year commencing in April. Where the charity is no longer able to support a funding request this will be advised by the end of December. Charity representatives may hold a meeting with the group to discuss its needs and the level of support requested. Groups in receipt of a revenue grant will need to complete an annual monitoring form and may be asked to attend a review meeting to ensure that funding continues to meet the charities' priorities.

**Ware Charities will not fund the following:**

- Organisations that do not provide a service to the community in Ware, Wareside or Thundridge.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Projects that may take place before an application can be decided.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

**Monitoring and reporting requirements**

Groups are expected to provide Ware Charities with written evidence of what the money has been spent on and the benefit it has brought to the people of Ware, Wareside or Thundridge.

Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year, whichever is sooner, so that it can be reported in the annual report. To retain confidentiality no individuals will be mentioned within any reporting.

The grant can only be used for the purpose stated in the application and the charity reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the charity who will consider whether or not to approve the change.

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities). Should the organisation disband or the project is not completed the charity may ask for all or part of the monies to be paid back.

Acknowledgement of the financial support received from the charity is required on documentation and any promotional material, including websites.

To receive payment, organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.

All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Ware Charities. These will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Review Summary:

Date	Update
July 2024	Policy approved